

EXHIBITOR'S AGENDA & INFORMATION

EXHIBIT HALL:	Hot Springs Convention Center, Hot Springs, Arkansas	
THEME:	"Team Sports"	
SET UP:	Monday, April 23rd	1:00 p.m. - 5:00 p.m.
	Tuesday, April 24th	8:00 a.m. - 12:00 noon
SPONSOR/OWNER RECEPTION:	Monday, April 23rd	5:30 p.m. - 7:00 p.m.
	<i>(Embassy Suites, AHCA/AALA Sponsors only)</i>	
EXHIBIT HOURS:	Tuesday, April 24th	2:00 p.m. - 5:00 p.m.
	Wednesday, April 25th	10:00 a.m. - 1:00 p.m.
MOVE OUT:	Wednesday, April 25th	1:00 p.m. - 5:00 p.m.
	<i>Booths may <u>not</u> be dismantled prior to the closing of the show.</i>	



Prize Drawings: ***NEW THIS YEAR***

Regular exhibitor door prize drawings will not be drawn or announced from the stage this year. Drawings from the stage will be limited to the group drawings included in the sponsorship benefits from groups of sponsors, and sponsors upon approval. Our show has grown to a size where drawing all prizes from the stage is no longer feasible. Exhibitors are responsible for collecting attendee names and awarding prizes.

Barcode Scanners: ***NEW THIS YEAR***

Due to the growing number of attendees we have at our conventions, we have implemented a digital barcode system for attendees. Barcodes will be used to track education and CEUs, and exhibitors can rent barcode scanners for an additional fee from Trade Show Leads to assist in compiling lists of booth visitors. Information will be sent to exhibitors when booth space is confirmed.

Installation & Dismantling:

Exhibitors who do not occupy their booth as of 12:00 noon on the first show date, Tuesday, April 24, 2012, will forfeit their right to exhibit and will not be eligible for a refund. Booths may not be dismantled prior to the closing of the show on Wednesday, April 25, 2012.

Subletting of Space:

Subletting of space is not permitted. Two or more organizations may not exhibit in a single 10 x 10 booth.

Booth Info:

Each space will be 10 x 10 in size. Each booth will be draped and equipped with two chairs, a covered table and a company sign (maximum 27 letters). Two complimentary registration fees for representatives are included with the cost of one 10 x 10 booth. All additional representatives must register at the regular vendor registration rate (\$200).

Utilities:

A standard electric outlet (125 volts) is included with each booth. Vendors requiring additional electricity or other phone, internet, or plumbing services should visit arhealthcare.com and download the electricity form.

Booth Carpet, Accessories, & Shipping:

Only the aisles will be carpeted by AHCA / AALA. Upon booth confirmation, vendors will be sent a set of material from Southwest Designs to order booth carpet, extra tables, trash cans, shipping, plants, etc. Forms to order these items can be found on our website, arhealthcare.com.

Exhibitor Packets:

Upon arrival, each exhibitor will receive an exhibitor packet which contains: 2012 Directory of Arkansas Nursing Facilities, name tags with company name, convention agenda, and a list of exhibitors and their assigned spaces.